



ASSISTANT CHIEF

Exam Code: 2FS01

Department(s):	Department of Forestry & Fire Protection
Opening Date:	02/07/2012
Closing Date:	02/21/2012
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,316.00 - \$7,965.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **February 21, 2012**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

FILING INSTRUCTIONS

Final File Date: **February 21, 2012**

Examination/Employment Application (STD. 678) is available through the Internet at <http://jobs.ca.gov/Profile/Profile> and at the testing office shown below. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications will not be accepted via e-mail. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **February 21, 2012**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$6316 - \$7965

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **February 21, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

Two years of experience in the California State and service performing the duties of a Battalion Chief. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

This is the full supervisory level. The Assistant Chief classification consists of two working levels, the Division Chief and Deputy Chief. In a typical unit, Assistant Chiefs at the Division Chief level supervise either the entire administrative program, operations program, or conservation camp. Assistant Chiefs may also serve as Deputy Chiefs in very large and complex units or have staff responsibility for program direction in a region or headquarters office.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **April/May 2012**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

Knowledge of:

1. Mission, vision, goals, and values of the Department.
2. Modern fire protection organization standards and management practices used to deliver emergency services, wildland and structural fire protection for successful job performance.
3. Forest fire laws and methods of enforcement for successful job performance.
4. Contemporary methods of emergency incident management (e.g., Incident Command System, Standardized Emergency Management System, National Incident Management System) for successful job performance.
5. Emergency Command Center operations for successful job performance.
6. Safe work practices to provide a safe work environment for employees and the public.
7. Various local, State, and Federal laws, codes, and ordinances regarding land use, life hazard, fire hazard, and risk reduction for successful job performance.
8. Principles and methods of effective supervision, disciplinary actions, and employee evaluations for successful job performance.
9. Laws and Department policies regarding mandatory training for employees.
10. Fire hazard reduction methods to successfully reduce fire hazards.
11. Fire behavior for successful job performance.
12. Characteristics of structural materials under varying degrees of fire intensity and duration for successful job performance.
13. Basic grammar (e.g., sentences, phrases, words) for accurate report writing.
14. Department command and control policies and procedures for major emergencies for successful job performance.
15. Conservation camp organization and objectives for successful job performance.
16. Cooperative fire protection programs with local, State, and Federal agencies for successful job performance.
17. State fiscal budgets, property, and personnel policies for successful job performance.
18. Adverse effects (e.g., environmental, political, social, economic) of emergency operations for successful job performance.
19. Supervisory and management personnel practices for successful job performance.

20. The care, maintenance, and replacement of facilities, equipment, and infrastructure for successful job performance.
21. Department requisition and purchasing procedures to acquire materials and equipment for a station, program, or project.
22. Methods to monitor activities and progress of Department programs and projects.
23. The appropriate use of firefighting tools and equipment for successful job performance.
24. Resources available to assist employees having personal or work-related problems.
25. The California Department of Corrections and Rehabilitation procedures, laws, and codes pertaining to the use of inmates/wards by CAL FIRE for successful job performance.
26. California Vehicle Code and Department policies pertaining to the operation of emergency vehicles for successful job performance.
27. Basic techniques and methods of team building and leadership for successful job performance.
28. Computer software programs (e.g., Word, Excel, Outlook) to electronically compile data, communicate with others, and perform research.

Skill to:

1. Communicate performance standards and expectations to personnel for successful job performance.
2. Document and complete employee performance evaluations for successful job performance.
3. Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
4. Make oral presentations for successful job performance.
5. Create graphic visual reports and conduct presentations (i.e., power point) for successful job performance.
6. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints for successful job performance.

Ability to:

1. Work effectively with others (e.g., co-workers, the public, landowners, other agencies, the business community) for successful job performance.
2. Reprioritize urgent assignments with short notice when new assignments are given.
3. Address and complete immediate needs with regards to current assignments.
4. Comprehend English at all organization levels to successfully complete tasks.
5. Write in English at all organization levels to successfully complete tasks.
6. Listen effectively for successful job performance.
7. Apply the principles and methods of effective supervision for successful job performance.
8. Operate a variety of electronic equipment (e.g., personal computer, cameras, audio/visual systems, computer software) for successful job performance.
9. Perform at a command level on emergencies for successful job performance.
10. Effectively supervise programs, projects, and emergency operations for successful job performance.
11. Effectively plan programs, projects, and emergency operations for successful job performance.
12. Effectively implement programs, projects, and emergency operations for successful job performance.
13. Evaluate and transfer strategic analysis into tactical action for successful job performance.
14. Demonstrate leadership under stressful conditions in both emergency and non-emergency situations for successful job performance.
15. Effectively coordinate the work of others to meet goals and objectives.
16. Read and interpret maps and charts for successful job performance.
17. Prepare clear and concise reports for successful job performance.
18. Work effectively and cooperatively in a team environment under all conditions.
19. Develop training at a level for successful job performance.
20. Develop program plans and standards for successful job performance.
21. Combine details from several sources to reach a conclusion.
22. Oversee the implementation of new and/or revised programs for successful job performance.
23. Determine and establish priorities for the completion of assignments.
24. Identify problems and take action when problems arise for successful job performance.
25. Explain complicated information in simple, understandable language for successful job performance.
26. Implement the adverse action process for successful job performance.
27. Plan for and manage contractual fire protection and emergency services for successful job performance.
28. Interpret and explain codes, rules, and CAL FIRE policies and procedures for successful job performance.
29. Adjust and adapt in a changing work environment for successful job performance.
30. Address issues and seek cost effective solutions.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to: travel long distances during emergency/non-emergency assignments to effectively meet the mission, vision, and values of the Department; respond to incidents at anytime; accept increasing responsibility; work long and irregular hours including weekends and holidays; lead others; mentor others; take charge and direct others; give direction to all levels of personnel; compromise; work independently; work dependently; work in inclement conditions (e.g., smoky, noisy, dusty); oversee inmates/wards and work with the California Department of Corrections and Rehabilitation personnel; be objective when making decisions.

SPECIAL REQUIREMENTS

NOTE: The Special Requirements apply only to positions designated as peace officers

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

BACKGROUND INVESTIGATION

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

EDUCATION REQUIREMENT

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <http://jobs.ca.gov/Profile/Profile>, State Personnel Board offices, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices, at the State Personnel Board office, or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento California 95814).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.